



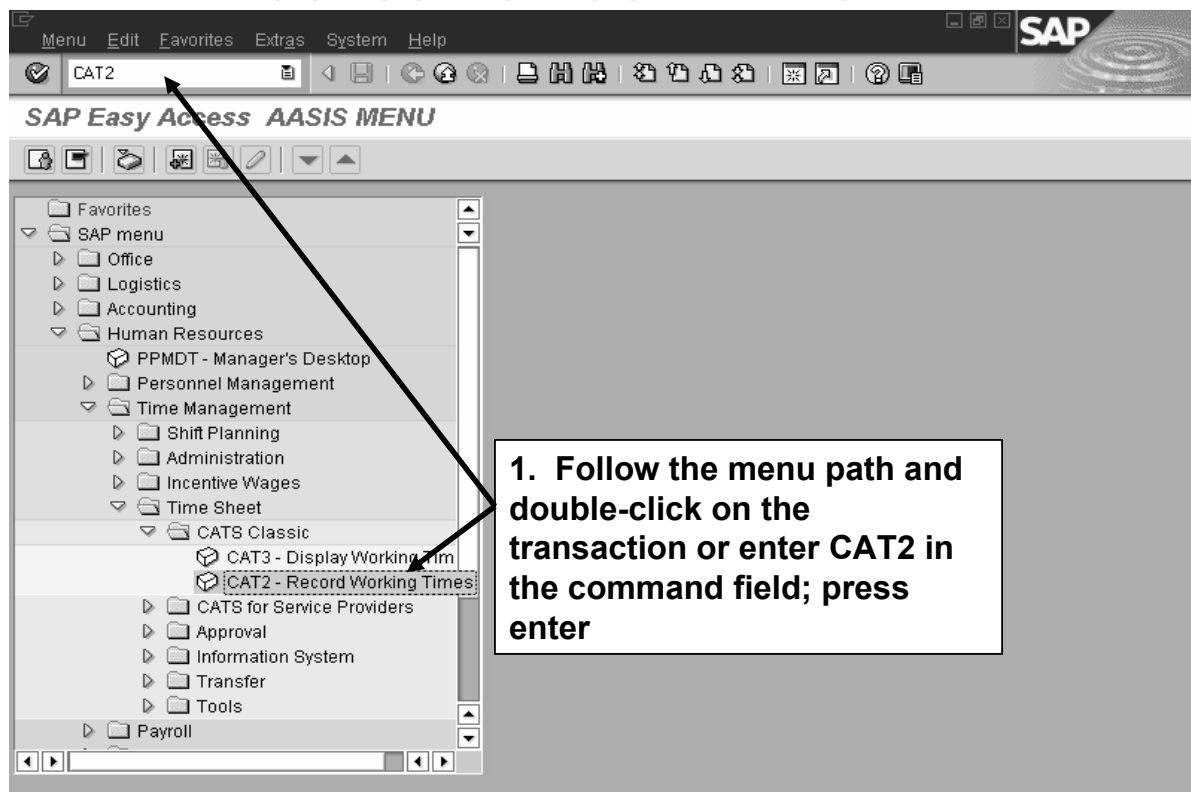
# Time Recording and Time Approval

## Chapter 2 – Time Entry (CAT2)



# Time Entry - CAT2

## ACCESSING YOUR TIMESHEET



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The menu path for Time Entry is Human Resources > Time Management > Time Sheet > CATS Classic > CAT2-Record Working Times.

**If the transaction code (CAT2) is not shown on your SAP Easy Access AASIS menu, view Tips & Tricks #1. If the transaction code is shown, proceed to step 2.**



# Time Entry - CAT2

## ACCESSING YOUR TIMESHEET

**Time Sheet: Initial Screen**

**Data entry**

Data entry profile ☐

**Person selection**

Personnel number

**2. Enter your Data Entry profile or click the radio button for the drop-down list.**

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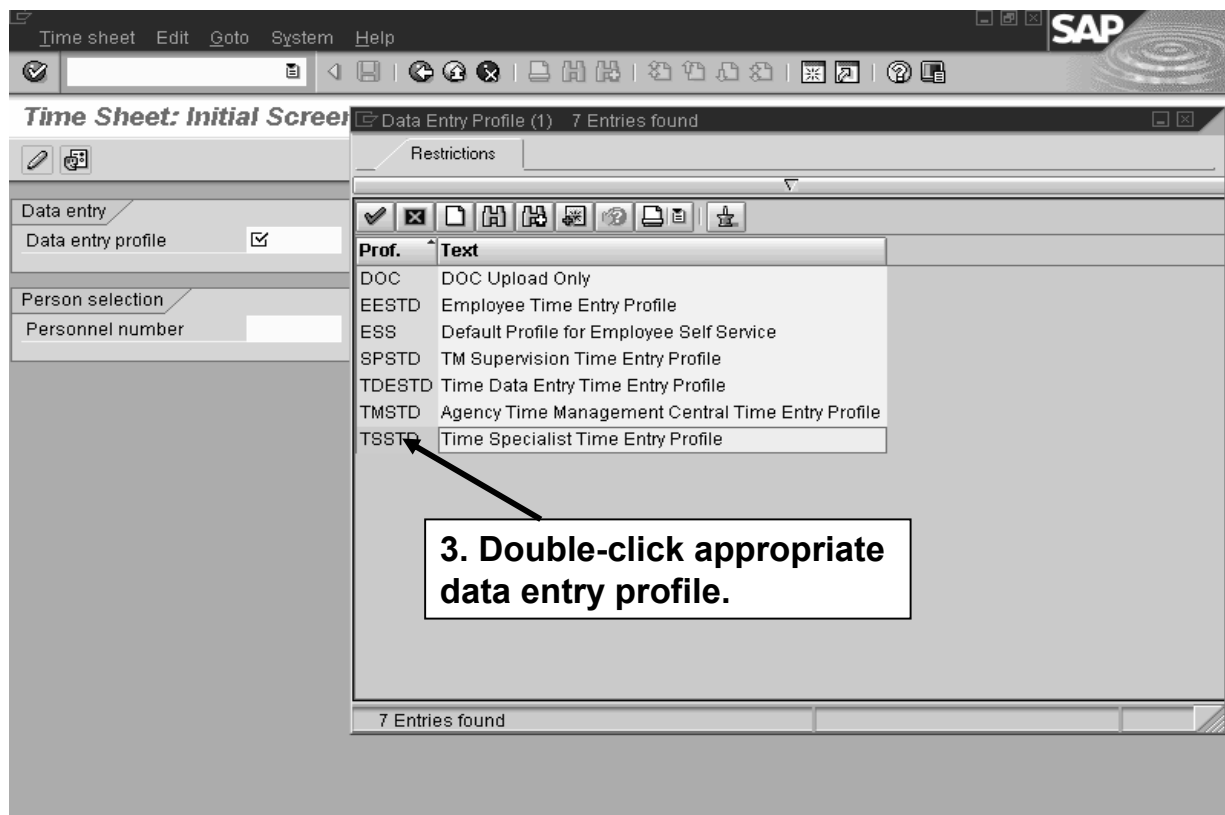
**Note: The first time you access CAT2 after logging on, this screen is displayed.**

**After the first CAT2 access, this screen is skipped and you will be taken directly to the screen displaying step 5.**



# Time Entry - CAT2

## ACCESSING YOUR TIMESHEET



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The Data Entry profiles corresponds with the role that you are mapped to in AASIS. For example: If you have the role of Agency Time Management Specialist, you would use the data entry profile of TSSTD.

When you choose an incorrect Data Entry Profile, it can result in you not being able to select your employees for time entry.

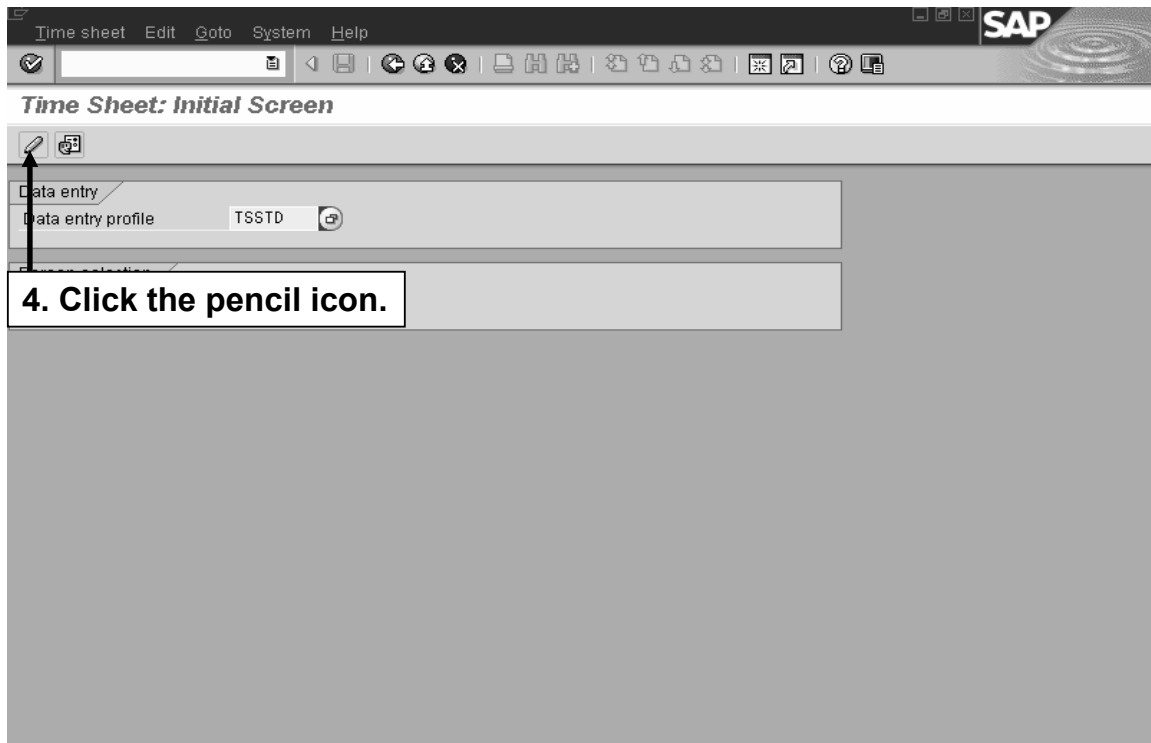
**If you chose the radio button, proceed with step 3.**

**If you typed the profile name, proceed to step 4.**



# Time Entry - CAT2

## ACCESSING YOUR TIMESHEET



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**Note: If you are using the EESTD (Employee Time Entry Profile) or TDESTD (Time Data Entry Time Entry Profile), you will not be able to change incorrect time entries once the time has been approved.**

**For definitions of each Time Profile, view HRTRC Quick Reference Guide (QRG).**

## Time Entry - CAT2

### ACCESSING YOUR TIMESHEET

The screenshot shows the SAP Time Sheet Initial Screen. At the top, there's a menu bar with options like Time Sheet, Edit, Goto, System, and Help. Below it is a toolbar with various icons. The main area is titled "Time Sheet: Initial Screen". It contains several input fields and sections:

- Data Entry**: Includes fields for Data Entry Profile (TSSTD), Key date (08/17/03), and Time Sp.
- Personnel Selection**: A section containing a table with columns: Personn... Name, Per..., Su..., EE..., Cost Ctr, Org. un., Ti..., Last name..

Annotations are present:

- A callout box labeled "6. Click the settings icon." points to the settings icon in the toolbar.
- A callout box labeled "5. Enter a date for which you are entering time." points to the key date field.
- A note box states: "Note: If a list of employees was displayed, skip to step 10."

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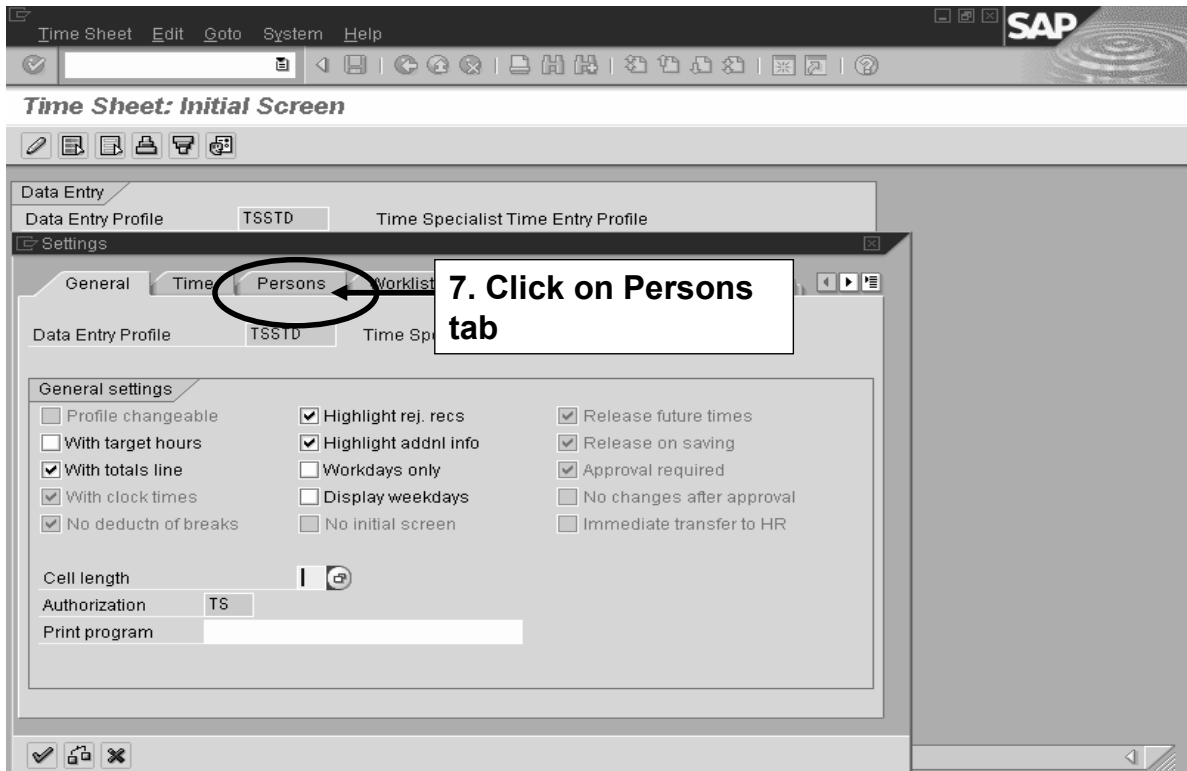
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**Note: When entering a key date, it is best to use the beginning of the pay period even when you are entering time for the second week of the pay period. This will help you to view the total number of hours keyed on the employee for the entire pay period.**



# Time Entry - CAT2

## ACCESSING YOUR TIMESHEET



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# Time Entry - CAT2

## ACCESSING YOUR TIMESHEET

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**Note: The Administrator group is the same as the Personnel Area of an employee.**

If the Administrator group or the Time Administrator is unknown, view Tips & Tricks #2. If known, after completing these steps proceed to step 11.

You may also search by the Organizational unit or a cost center for employees. You may also search for employees by 'Report pers. select' or 'Variant sel. report' fields. **If you search by a criteria other than Administrator group & Time Administrator, you will have to re-established your criteria each time.**





# Time Entry - CAT2 ATTENDANCES

Time Sheet Edit Goto System Help

Time Sheet: Initial Screen

Data Entry

Data Entry Profile: TSSTD Time Specialist Time Entry Profile

Key date: 08/17/2003

Personnel Selection

Personn...	Name	Per...	Su...	E E...	Cost Ctr	Org. un.	Ti...	Last name..
105	David Cole	FA04	DAL1	1 UE	383230	21705313	101	COLE DAVI
104	Dave Colford	FA04	NEL1	1 UE	383230	21705313	101	COLFORD D
102	David Conant	FA04	NEL1	1 UE	383230	21705313	101	CONANT DA
101	Debbie Cross	FA04	DAL1	1 UE	383230	21705313	101	CROSS DEB
100	Deborah Davis	FA04	NEL1	1 UE	383230	21705313	101	DAVIS DEB
98	Deborah Debusk	FA04	DAL1	1 UE	383230	21705313	101	DEBUSK DE
97	Diana East	FA04	DAL1	1 UE	383230	21705313	101	EAST DIAN
96	Diana Edwards	FA04	DAL1	1 UE	383230	21705313	101	EDWARDS D
94	Diane Elias	FA04	DAL1	1 UE	383230	21705313	101	ELIAS DIA
67	Henry Hiatt	FA04	DAL1	1 UE	383225	21705315	101	HIATT HEN
64	Isaac Hickman	FA04	DAL1	1 UE	383225	21705315	101	HICKMAN I

11. Scroll to find the employee.

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**Note: Use the down arrow to scroll to find the employee you are entering time on.**

**Note: You may sort the Personnel Number column in ascending or descending order to help you find your employee more speedily. View Tips & Tricks #3.**



# Time Entry - CAT2 ATTENDANCES

Time Sheet Edit Goto System Help

SAP

**Time Sheet: Initial Screen**

13. Click pencil icon or press F5

Data Entry

Data Entry Profile TSS10 Time Specialist Time Entry Profile

Key date 08/17/2003

Personnel Selection

Personn...	Name	Per...	Su...	EE...	Cost Ctr	Org. un.	Ti...	Last name..
105	David Cole	FA04	OAL1	1	UE 383230	21705313	101	COLE DAVI
104	Dave Colford	FA04	NEL1	1	UE 383230	21705313	101	COLFORD D
102	David Conant	FA04	NEL1	1	UE 383230	21705313	101	CONANT DA
101	Debbie Cross	FA04	OAL1	1	UE 383230	21705313	101	CROSS DEB
100	Deborah Davis	FA04	NEL1	1	UE 383230	21705313	101	DAVIS DEB
98	Deborah Debusk	FA04	OAL1	1	UE 383230	21705313	101	DEBUSK DE
97	Diana East	FA04	OAL1	1	UE 383230	21705313	101	EAST DIAN
96	Diana Edwards	FA04	OAL1	1	UE 383230	21705313	101	EDWARDS D
94	Diane Elias	FA04	OAL1	1	UE 383230	21705313	101	ELIAS DIA
67	Henry Hiatt	FA04	OAL1	1	UE 383225	21705315	101	HIATT HEN
64	Isaac Hickman	FA04	OAL1	1	UE 383225	21705315	101	HICKMAN I

12. Click to highlight

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## Time Entry - CAT2 ATTENDANCES

[illegible]

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This is the Cross Application Time Sheet with our employee selected.

You can toggle between days and dates on the Cross Application Time Sheet, view [Tips & Tricks #4](#).

If you would like to customize your Time Sheet (close some of the columns that you don't use), view [Tips & Tricks #5](#).

If you only have 2 or 3 lines to enter time and you want to view more lines, view Tips & Tricks #6.



# Time Entry - CAT2 ATTENDANCES

**Time Sheet: Data Entry View**

Data Entry Period: 08/17/2003 - 08/30/2003

Data Entry Area

LT	Pers.No.	CO...	Rec. CO...
105			
105			
105			

**14. Enter the employee's personnel number on two lines (once for morning entries and once for the afternoon entries) and press enter.**

**Note: Be sure to press enter after entering the Personnel number and before entering Time. This will allow the system to perform necessary validations.**

08/17 From To 08/17

08/17	From	To	08/17
0 0.00			0
0			
0			

Data entry view Release view Variable view Entry 1 of 3

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# Time Entry - CAT2 ATTENDANCES

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 08/17/2003 - 08/30/2003

LT	Pers.No.	CO...	Rec. CCtr	Receiver WBS element	Rec. order	A/A...	Wa...	Position	Total	08/17	From	To	08/
	105								0.00	0.00			0
	105								0.00				
	105								0.00				

15. Highlight the line by clicking the box. This can help insure you are entering time on the correct line.

When finished with a line, deselect it by again clicking on it and the highlight disappears.

Data entry view Release view Variable view Entry 1 of 3

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# Time Entry - CAT2 ATTENDANCES

**16. Enter your morning attendance (From and To) hours in the first highlighted row.**

**17. Enter your afternoon attendance (From and To) hours in the second highlighted row.**

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All times entered in AASIS are recorded in military time. For example, you will enter 0800, 1100, 1130 or 1630. You do not have to format your times, the system will do that for you.

You can copy cells (times) from one day to the next provided the times entered are the same for each day.  
**View Tips & Tricks #7**

You can copy lines (morning & afternoon times) from one employee to another provided they worked the same hours. **View Tips & Tricks #8**

# Time Entry - CAT2 ATTENDANCES

**Time Sheet: Data Entry View**

Data Entry Period: 08/17/2003 - 08/30/2003

Data Entry Area

SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To	TH ...	From	To	FR ...	From	To	SA ...	From	To
8.00			8.00			8.00			8.00			8.00			8.00			8.00		
			3.00	08:00	11:00	3.00	08:00	11:00	3.00	08:00	11:00	3.00	08:00	11:00	3.00	08:00	11:00			
			5.00	11:30	16:30	5.00	11:30	16:30	5.00	11:30	16:30	5.00	11:30	16:30	5.00	11:30	16:30			

**18. Enter all times for the remainder of the week or payperiod.**

**19. After all times have been recorded, press the enter key.**

**Note: The times have been formatted and the number of hours for each day was populated.**

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# Time Entry - CAT2 ATTENDANCES

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 08/17/2003 - 08/30/2003

LT	Pers.No.	CO...	Rec. CCtr	Receiver WBS element	Rec. order	A/A...	Wa...	Position	Total	SU ...	From	To	MC
	105								40.00	0.00			8
	105	ARK				ATTN			15.00				3
	105	ARK				ATTN			25.00				5

22. Save your entries

21. Verify total hours

20. Scroll back using the back arrow or drag the slide bar all the way back.

Data entry view Release view Variable view Entry 1 of 3

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Notice that the A/A ( Attendance/Absence) column defaulted ATTN and populated the Co. field – ARK.



# Time Entry - CAT2 ATTENDANCES

**Time Sheet: Initial Screen**

Data Entry

Data Entry Profile: TSSTD Time Specialist Time Entry Profile

Key date: 08/17/2003

Personnel Selection

Personn...	Name	Per...	Su...	E...	Cost Ctr	Org. un.	Ti...	Last name...
105	David Cole	FA04	OAL1	1	UE 383230	21705313	101	COLE DAVI
104	Dave Colford	FA04	NEL1	1	UE 383230	21705313	101	COLFORD D
102	David Conant	FA04	NEL1	1	UE 383230	21705313	101	CONANT DA
101	Debbie Cross	FA04	OAL1	1	UE 383230	21705313	101	CROSS DEB
100	Deborah Davis	FA04	NEL1	1	UE 383230	21705313	101	DAVIS DEB
98	Deborah Debusk	FA04	OAL1	1	UE 383230	21705313	101	DEBUSK DE
97	Diana East	FA04	OAL1	1	UE 383230	21705313	101	EAST DIAN
96	Diana Edwards	FA04	OAL1	1	UE 383230	21705313	101	EDWARDS D
94	Diane Elias	FA04	OAL1	1	UE 383230	21705313	101	ELIAS DIA
67	Henry Hiatt	FA04	OAL1	1	UE 383225	21705315	101	HIATT HEN
64	Isaac Hickman	FA04	OAL1	1	UE 383225	21705315	101	HICKMAN I

Your data has been saved

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You will receive a message stating that **“Your data has been saved”**.

To enter time on other employees, repeat steps 11 – 22.

Time that has been recorded and approved can only be changed by the Agency Time Management Specialist and Agency Central Time Management roles.

When an attendance/absence type must be changed on the CATS screen after it has been approved, transferred and evaluated, ASC recommends that you



# Time Entry - CAT2 ATTENDANCES

Time Sheet Edit Goto System Help

Time Sheet: Initial Screen

Data Entry

Data Entry Profile: TSSTD Time Specialist Time Entry Profile

Key date: 08/17/2003

Personnel Selection

Personn...	Name	Per...	Su...	E...	Cost Ctr	Org. un.	Ti...	Last name..
105	David Cole	FA04	DAL1	1	UE 383230	21705313	101	COLE DAVI
104	Dave Colford	FA04	NEL1	1	UE 383230	21705313	101	COLFORD D
102	David Conant	FA04	NEL1	1	UE 383230	21705313	101	CONANT DA
101	Debbie Cross	FA04	DAL1	1	UE 383230	21705313	101	CROSS DEB
100	Deborah Davis	FA04	NEL1	1	UE 383230	21705313	101	DAVIS DEB
98	Deborah Debusk	FA04	DAL1	1	UE 383230	21705313	101	DEBUSK DE
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94	Diane Elias	FA04	DAL1	1	UE 383230	21705313	101	ELIAS DIA
67	Henry Hiatt	FA04	DAL1	1	UE 383225	21705315	101	HIATT HEN
64	Isaac Hickman	FA04	DAL1	1	UE 383225	21705315	101	HICKMAN I

Your data has been saved

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follow these steps: (a) delete the entry from CATS (i.e. A/A type, number of hours, From & To times, etc); (b) have deleted time approved by Time Management Supervision role; (c) Agency Central Time Management role must perform the time transfer and time evaluation process\*; (d) After a successful time evaluation, enter the correct time entries in CATS; (e) repeat steps b and c.

\*The system performed these processes on a nightly batch job.



# Time Entry – CAT2 ABSENCES

Time Sheet Edit Goto System Help

SAP

**Time Sheet: Initial Screen**

3. Click the pencil or press F5

1. Enter a date for which you are entering time.

TSSTD Time Sp  
08/17/2003

	Per...	Su...	EE...	Cost Ctr	Org. un.	TI...	Last name..
105	David Cole	FA04	OAL1	1 UE	383230	21705313	101 COLE DAVI
104	Dave Colford	FA04	NEL1	1 UE	383230	21705313	101 COLFORD D
102	David Conant	FA04	NEL1	1 UE	383230	21705313	101 CONANT DA
101	Debbie Cross	FA04	OAL1	1 UE	383230	21705313	101 CROSS DEB
100	Deborah Davis	FA04	NEL1	1 UE	383230	21705313	101 DAVIS DEB
98	Deborah Debusk	FA04	OAL1	1 UE	383230	21705313	101 DEBUSK DE
97	Diana East	FA04	OAL1	1 UE	383230	21705313	101 EAST DIAN
96	Diana Edwards	FA04	OAL1	1 UE	383230	21705313	101 EDWARDS D
94	Diane Elias	FA04	OAL1	1 UE	383230	21705313	101 ELIAS DIA
67	Henry Hiatt	FA04	OAL1	1 UE	383225	21705315	101 HIATT HEN
					383225	21705315	101 HICKMAN I

2. Select employee's personnel number

Remember, if no employee(s) are displayed, review "Accessing the Timesheet"

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# Time Entry – CAT2 ABSENCES

The screenshot shows the SAP Time Sheet: Data Entry View interface. The main window has a menu bar (Time Sheet, Edit, Goto, Extras, Environment, System, Help) and a toolbar. Below the menu bar is a search bar and a status bar indicating "Att./Absence type (1) 53 Entries Found". The main area is divided into two panes. The left pane, titled "Data Entry Area", contains a table with columns: LT, Pers.No., CO..., Rec. Cctr, Receiver WBS element, Rec. order, and A/A... The table has one row with the value "181" in the Pers.No. column. An arrow points from a text box to this cell. The right pane, titled "Restrictions", contains a drop-down list of absence types. The list is headed "PSG A/Ty... Att./abs. type text" and includes 53 entries, such as "ADMP Administrative Leave", "ADMU Administrative Leave LWOP", "ANNL Annual Leave", "ATHL Holiday Hours Worked", "ATTN Attendance Hours Worked", "BMPD Bone Marrow Donor", "CACG Civil Air/Coast Gu", "CATL Catastrophic Leave", "CNJL Court and Jury Leave", "CP10 Compensatory Leave 1.0", "CP15 Compensatory Leave 1.5", "CT10 Compensatory Time @ 1.0x", "CT15 Compensatory Time @ 1.5x", "DISP Disciplinary Leave LWOP", "DSTR Disaster Service", "EDUN Education Leave LWOP", "EDUP Education Leave", "EMBD Employee Birthday", "FMLA Family Medical Annual", and "FMLH Family Medical Holiday". An arrow points from a text box to this list.

**4. Enter the personnel number and press enter**

**5. Enter the appropriate absence type or double-click from the drop-down list.**

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When an employee takes leave (annual, sick, etc.) you must record the proper absence code in the A/A column of the timesheet. Remember if no code is recorded, ATTN will default.



# Time Entry – CAT2 ABSENCES

**Time Sheet: Data Entry View**

Data Entry Period: 08/17/2003 - 08/30/2003

AA...	Wa...	Position	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To	TH ...	From	To
			8.00	0.00			8.00			0.00			0.00			0.00		
ANNL			8.00				0800	1600										

**6. Record times for leave in the From and To columns**

Data entry view | Release view | Variable view | Entry 1 of 2

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When recording leave for a complete day for a non-exempt employee, it is not necessary to show a break for a lunch period. Also, if you record the times of 0800 – 1630, the system will deduct 8.50 hours from the non exempt employee's appropriate leave. These hours (8.50) will also be considered in calculating compensatory time.

The exempt employee's leave will only be reduced by the number of hours in their planned work schedule. Do not enter the actual absence time pairs for an exempt employee. Only enter the total number of hours under the date.

# Time Entry – CAT2 ABSENCES

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 08/17/2003 - 08/30/2003

Data Entry Area

SA ...	Wa ...	Position	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To	TH ...	From	To
			8.00	0.00			8.00			0.00			0.00			0.00		
ANNL			8.00				8.00											

6. Or number of hours taken under the day or date.

Data entry view Release view Variable view Entry 1 of 2

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If you are recording time used for a complete day, you can record total hours under the day. **If you are recording total hours taken, record 15 minutes as .25, 30 minutes as .50 and 45 minutes as .75.**

**If you have an attendance and absence or two different type of absences occurring on the same day, it is recommended that you include From and To times with each attendance/absence type to avoid time collision.**

This process will affect the non exempt employee as well as the exempt employee.



# Time Entry – CAT2 ABSENCES

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 08/17/2003 - 08/30/2003

LT	Pers.No.	CO...	Rec. Cctr	Receiver WBS element	Rec. order	A/A...	Wa...	Position	Total	SU ...	From	To	MO
	101								8.00	0.00			8
	101	ARK				ANNL			8.00				8
	101												
	101												

7. Enter the Personnel Number on the next two lines (for morning and afternoon hours)

Data entry view Release view Variable view Entry 1 of 2





# Time Entry – CAT2 ABSENCES

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 08/17/2003 - 08/30/2003


SU ...		MO ...		TU ...		WE ...		TH ...		FR ...		SA ...	
From	To	From	To	From	To	From	To	From	To	From	To	From	To
0.00		8.00		8.00		8.00		8.00		8.00		0.00	
		8.00											
				3.00	08:00	11:00	3.00	08:00	11:00	3.00	08:00	11:00	
				5.00	11:30	16:30	5.00	11:30	16:30	5.00	11:30	16:30	

8. Enter the times for the remaining week or payperiod and press enter.

Data entry view Release view Variable view Entry 1 of 4

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The check entries icon  will allow you to detect any errors (i.e. not enough quota, time collision, etc.) before clicking the save icon.

# Time Entry – CAT2 ABSENCES

Time Sheet Edit Goto Extras Environment System Help

**Time Sheet: Data Entry View**

Data Entry Period: 08/17/2003 - 08/30/2003

Data Entry Area

Display Messages

Pers.No. 00000101 Debbie Cross

Date M Message text

08/18/2003 E No quota available for att./abs. ANNL for pers. no. 00000101 between 0

SU	...	From	To	MO
08.00	08.00			8
8.00				8
2.00				
08.00				

**NOTE: In reality, the employee's Supervisor will have already approved the Annual Leave. The intent here is to show you that the system does validate and check against absence quotas at the time of Time Entry.**



# Time Entry – CAT2 ABSENCES

Time Sheet: Data Entry View

11. Save your entries.

Data Entry Period 08/17/2003 - 08/30/2003

LT	Pers.No.	CO...	Rec. CCtr	Receiver WBS element	Rec. order	A/A...	Wa...	Position	Total	SU ...	From	To	MO
	101								40.00	0.00			8
	101	ARK				ANNL			8.00				8
	101	ARK				ATTN			12.00				
	101	ARK				ATTN			20.00				

9. Scroll back using the back arrow or drag the slide bar all the way back.

10. Verify total hours

Data entry view Release view Variable view Entry 1 of 4

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# Time Entry – CAT2 HOLIDAY

Time Sheet Edit Goto System Help

Time Sheet: Initial Screen

TSSTD Time Sp... 08/31/2003

1. Enter a date for which you are entering time.

3. Click the pencil or press F5

2. Select employee's personnel number

Per...	Su...	EE...	Cost Ctr	Org. un.	Ti...	Last name...
104	David Cole	FA04 DAL1 1 UE	383230	21705313	101	COLE DAVI
104	Dave Colford	FA04 NEL1 1 UE	383230	21705313	101	COLFORD D
102	David Conant	FA04 NEL1 1 UE	383230	21705313	101	CONANT DA
101	Debbie Cross	FA04 DAL1 1 UE	383230	21705313	101	CROSS DEB
100	Deborah Davis	FA04 NEL1 1 UE	383230	21705313	101	DAVIS DEB
98	Deborah Debusk	FA04 DAL1 1 UE	383230	21705313	101	DEBUSK DE
97	Diana East	FA04 DAL1 1 UE	383230	21705313	101	EAST DIAN
			383230	21705313	101	EDWARDS D
			383230	21705313	101	ELIAS DIA
			383225	21705315	101	HIATT HEN
			383225	21705315	101	HICKMAN I

Remember, if no employee(s) are displayed, review **"Accessing the Timesheet"**

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When a holiday occurs while an employee is on Family Medical Leave, do not enter FMLH in CATS. Instead enter HLDY if they are eligible for the Holiday or LWOP if they are ineligible for the Holiday.

**Do not use (PROL) for the Thanksgiving Friday; use (HLDY).**



# Time Entry – CAT2 HOLIDAY

**Time Sheet: Data Entry View**

Data Entry Period: 08/31/2003 - 09/13/2003

LT	Pers.No.	CO...	A/A...	Wa...	Position	Total	08/31	From	To	09/01	From	To	09/02	From	To	09/03	From	To	0
	101					8.00	0.00			8.00			0.00			0.00			
	101	ARK	HLDY			8.00				8.00									

Annotations:

- 4. Enter the personnel number and press enter
- 5. Enter the A/A code HLDY
- 6. Enter the total number of hours to be paid

Buttons: Data entry view, Release view, Variable view, Entry 1 of 2

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When a Holiday falls in a pay period, you must enter HLDY in the A/A column for a non-exempt employee in order for the employee to be paid for the holiday and to deduct the holiday from the employee's leave quota.

**(Note: Exempt employee are automatically paid or banked according to their Planned Work Time)**

If the employee is not in pay status the scheduled working day before and at least one hour the scheduled working day after the holiday, and thus is not eligible for the holiday, a quota correction will need to be created to reduce the holiday balance. *(Please refer to the Time & Leave courseware – Public Holiday Breakdown).*



# Time Entry – CAT2 WORKED HOLIDAY

Time Sheet Edit Goto System Help

Time Sheet: Initial Screen

TSSTD 08/31/2003

Time

3. Click the pencil or press F5

1. Enter a date for which you are entering time.

2. Select employee's personnel number

	Per...	Su...	EE...	Cost Ctr	Org. un.	Ti...	Last name..
105	David Cole	FA04	OAL1	1 UE	383230	21705313	101 COLE DAVI
104	Dave Colford	FA04	NEL1	1 UE	383230	21705313	101 COLFORD D
102	David Conant	FA04	NEL1	1 UE	383230	21705313	101 CONANT DA
101	Debbie Cross	FA04	OAL1	1 UE	383230	21705313	101 CROSS DEB
100	Deborah Davis	FA04	NEL1	1 UE	383230	21705313	101 DAVIS DEB
					383230	21705313	101 DEBUSK DE
					383230	21705313	101 EAST DIAN
					383230	21705313	101 EDWARDS D
94	Diane Elias	FA04	OAL1	1 UE	383230	21705313	101 ELIAS DIA
67	Henry Hiatt	FA04	OAL1	1 UE	383225	21705315	101 HIATT HEN
64	Isaac Hickman	FA04	OAL1	1 UE	383225	21705315	101 HICKMAN I



# Time Entry – CAT2 WORKED HOLIDAY

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 08/31/2003 - 09/13/2003

LT	Pers.No.	CO...	A/A...	Wa...	Position	Total	08/31	From	To	09/01	From	To	09/02	From	To	09/03	From	To	0
	104					8.00	8.00			8.00			8.00			8.00			
	104	ARK	WKHL			8.00				8.00									

4. Enter the personnel number and press enter

5. Enter the A/A code WKHL

6. Enter total hours worked

Data entry view Release view Variable view Entry 1 of 2

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If an exempt regular position employee works the holiday, you must enter **WKHL** in the A/A column. When a non-exempt employee works the holiday, **ATTN** will pay the employee and allow the holiday to remain in their quota to be used at a later date.

If an exempt employee works the holiday, he /she is paid or banked according to their work schedule. When **WKHL** is entered on the timesheet, holidays hours are banked for exempt employees and will appear on PT50 – Quota overview.

If you have a exempt extra help employee, you will need to enter **ATHL** instead of **WKHL** in the A/A column. A exempt extra help employee would have a subarea of NEL2.



## Time Entry – CAT2 WORKED HOLIDAY

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 08/31/2003 - 09/13/2003

Data Entry Area

LT	Pers.No.	CO...	A/A...	Total	08/31	From	To	09/01	From	To	09/02
	105			8.00	0.00			8.00			0.00
	105	ARK	ATTN	4.00				4.00	08:00	12:00	
	105	ARK	HLDY	4.00				4.00	12:30	16:30	

**NON-EXEMPT**

Data entry view Release view Variable view Entry 1

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 08/31/2003 - 09/13/2003

Data Entry Area

LT	Pers.No.	CO...	A/A...	Total	08/31	From	To	09/01	From	To	09/02
	104			3.00	0.00			3.00			0.00
	104	ARK	WKHL	3.00				3.00			

**EXEMPT**

Data entry view Release view Variable view Entry 1 of 2

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When a non-exempt employee works on a holiday for part of the day, record **ATTN** and the time frame worked. On the same day, record the remaining non-worked hours as **HLDY** and the time frame off.

If an exempt employee works the holiday for part of the day, record **WKHL** and the number of hours.





## Time Entry – CAT2 WORKED HOLIDAY

The screenshot shows the SAP Time Sheet: Data Entry View interface. The menu bar includes Time Sheet, Edit, Goto, Extras, Environment, System, and Help. The toolbar contains various icons for editing and navigation. The Data Entry Period is set to 08/31/2003 - 09/13/2003. The Data Entry Area table shows the following data:

LT	Pers.No.	CO...	A/A...	Wa...	Total	08/31	From	To	09/01	From	To	09/02	From	To	09/03	From	To	09/04	From
	7				5.00	0.00			5.00			0.00			0.00			0.00	
	7	ARK	ATHL		5.00				5.00										

A large black box with the word "EXEMPT" is overlaid on the table. The bottom of the screen shows tabs for Data entry view, Release view, and Variable view, with "Entry 1 of 2" displayed.

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When an exempt employee is ineligible for the holiday but actually worked on the holiday, record **ATHL** and the number of hours worked. This attendance code will pay the employee for hours worked for the holiday.



# Time Entry – CAT2 LWOP

**Time Sheet: Initial Screen**

1. Enter a date for which you are entering time.

2. Select employee's personnel number

3. Click the pencil or press F5

Remember, if no employee(s) are displayed, review "Accessing the Timesheet"

Per...	Su...	EE...	Cost Ctr	Org. un.	Ti...	Last name...
105	David Cole	FA04 OAL1 1 UE	383230	21705313	101	COLE DAVI
104	Dave Colford	FA04 NEL1 1 UE	383230	21705313	101	COLFORD D
102	David Conant	FA04 NEL1 1 UE	383230	21705313	101	CONANT DA
101	Debbie Cross	FA04 OAL1 1 UE	383230	21705313	101	CROSS DEB
100	Deborah Davis	FA04 NEL1 1 UE	383230	21705313	101	DAVIS DEB
98	Deborah Debusk	FA04 OAL1 1 UE	383230	21705313	101	DEBUSK DE
97	Diana East	FA04 OAL1 1 UE	383230	21705313	101	EAST DIAN
96	Diana Edwards	FA04 OAL1 1 UE	383230	21705313	101	EDWARDS D
94	Diane Elias	FA04 OAL1 1 UE	383230	21705313	101	ELIAS DIA
97	Henry Hiatt	FA04 OAL1 1 UE	383225	21705315	101	HIATT HEN
			383225	21705315	101	HICKMAN I

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When an employee is on LWOP for an entire week, your Agency's Benefit Specialist must be notified. Also notify them when you have an employee on Family Medical Leave.



# Time Entry – CAT2 LWOP

The screenshot displays the SAP 'Time Sheet: Data Entry View' interface. At the top, there is a menu bar with options: Time Sheet, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons. The main area is titled 'Data Entry Period' and contains a 'Data Entry Area' table. The table has columns for LT, Pers.No., CO..., A/A..., wa..., Position, Total, SO..., From, To, MO..., From, To, TU..., From, To, WE..., From, To, and T. Two rows are visible: the first row shows employee 97 with a total of 24.00 and 0.00; the second row shows employee 97 with A/A code ARK, LWOP, and a total of 24.00. Three callout boxes provide instructions: Box 4 points to the 'Pers.No.' column with the text '4. Enter the personnel number and press enter'; Box 5 points to the 'A/A' column with the text '5. Enter the A/A code LWOP'; Box 6 points to the 'Total' column with the text '6. Enter total hours for LWOP'. At the bottom, there are buttons for 'Data entry view', 'Release view', and 'Variable view', along with a status bar indicating 'Entry 1 of 2'.

LT	Pers.No.	CO...	A/A...	wa...	Position	Total	SO...	From	To	MO...	From	To	TU...	From	To	WE...	From	To	T
	97					24.00	0.00			8.00			8.00			8.00			
	97		ARK	LWOP		24.00				8.00			8.00			8.00			

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For each day the LWOP A/A code is used, the employee will not be paid. If the employee is made inactive using the LWOP action on the personnel side, then **no time need to be entered on the time sheet.**

The LWOP action must be performed by the Agency Personnel Management role.



# Time Entry – CAT2 OVERTIME PAID

Time Sheet Edit Goto System Help

Time Sheet: Initial Screen

TSSTD Time: 09/14/2003

1. Enter a date for which you are entering time.

3. Click the pencil or press F5

	Per...	Su...	EE...	Cost Ctr	Org. un.	Ti...	Last name..
105	David Cole	FA04	0AL1	1 UE	383230	21705313	101 COLE DAVI
104	Dave Colford	FA04	NEL1	1 UE	383230	21705313	101 COLFORD D
102	David Conant	FA04	NEL1	1 UE	383230	21705313	101 CONANT DA
101	Debbie Cross	FA04	0AL1	1 UE	383230	21705313	101 CROSS DEB
100	Deborah Davis	FA04	NEL1	1 UE	383230	21705313	101 DAVIS DEB
98	Deborah Debusk	FA04	0AL1	1 UE	383230	21705313	101 DEBUSK DE
97	Diana East	FA04	0AL1	1 UE	383230	21705313	101 EAST DIAN
96	Diana Edwards	FA04	0AL1	1 UE	383230	21705313	101 EDWARDS D
94	Diane Elias	FA04	0AL1	1 UE	383230	21705313	101 ELIAS DIA
67	Henry Hiatt	FA04	0AL1	1 UE	383225	21705315	101 HIATT HEN
64	Isaac Hickman	FA04	0AL1	1 UE	383225	21705315	101 HICKMAN I

2. Select employee's personnel number

Remember, if no employee(s) are displayed, review "Accessing the Timesheet"

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# Time Entry – CAT2

## OVERTIME PAID

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 09/14/2003 - 09/27/2003

LT	Pers.No.	CO...	VA...	Wa...	Position	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To	TH ...	From	To
	96					40.00	0.00			8.00			8.00			8.00					
	96	ARK	ATTN			20.00				4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00			
	96	ARK	ATTN			20.00				4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30			

4. Enter employee's personnel number for regular attendance hours

5. Enter regular working hours

base view Variable view Entry 1 of 3

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If the employee has worked over their normal work schedule, the OT10 (Overtime 1.0x) or OT15 (Overtime 1.5x) codes will pay the employee the number of hours specified in the current pay period.



# Time Entry – CAT2 OVERTIME PAID

The screenshot shows the SAP Time Sheet: Data Entry View interface. At the top, there is a menu bar with options: Time Sheet, Edit, Goto, Extras, Environment, System, and Help. Below the menu bar is a toolbar with various icons. A callout box labeled '9. Click to save' points to a save icon in the toolbar. Below the toolbar, the 'Data Entry Period' is set to '09/14/2003 - 09/27/2003'. The main area is the 'Data Entry Area' which contains a table with columns: LT, Pers.No., CO..., A/A..., Wa..., Position, Total, SU..., From, To, MO..., From, To, TU..., From, To, WE..., From, To, and T. The table has four rows of data. Callout box '6. Enter personnel number and press enter' points to the 'Pers.No.' column in the first row. Callout box '7. Enter the A/A code OT10 or OT15' points to the 'A/A...' column in the third row. Callout box '8. Enter overtime working hours' points to the 'Total' column in the third row.

LT	Pers.No.	CO...	A/A...	Wa...	Position	Total	SU...	From	To	MO...	From	To	TU...	From	To	WE...	From	To	T
	96					42.00	0.00			10.00			8.00			8.00			
	96	ARK	ATTN			20.00				4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	
	96	ARK	ATTN			20.00				4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30	
	96	ARK	OT15			2.00				2.00	16:30	18:30							

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**Note: Do not use the OT10 or OT15 attendance codes unless you have permission from OPM and the appropriation for an overtime payout. Improper use of these codes may cause an employee to be paid improperly.**

**Do not use the CT10 or CT15 attendance codes. These codes were designed specifically for one agency and will cause an employee's comp time to be incorrectly computed.**



# Time Entry – CAT2

## OVERTIME PAID

The screenshot shows the SAP Time Sheet: Data Entry View interface. At the top, there is a menu bar with options: Time Sheet, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons. The main area is titled "Time Sheet: Data Entry View" and contains a "Data Entry Period" field set to "09/14/2003 - 09/27/2003". Below this is a "Data Entry Area" table. The table has columns for LT, Pers.No., CO..., A/A..., Wa..., Position, Total, SU, From, To, MO, From, To, TU, From, To, WE, From, To, and T. The table contains three rows of data for employee 96, with positions ARK, ATTN, and OT15. The total time for each row is 42.00, 20.00, and 2.00 respectively. At the bottom of the table, there are buttons for "Data entry view", "Release view", and "Variable view". A warning message is displayed at the bottom: "Check w/Budget for authorization to pay overtime".

LT	Pers.No.	CO...	A/A...	Wa...	Position	Total	SU	From	To	MO	From	To	TU	From	To	WE	From	To	T
	96					42.00	0.00			10.00			8.00			8.00			
	96	ARK	ATTN			20.00				4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	
	96	ARK	ATTN			20.00				4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30	
	96	ARK	OT15			2.00				2.00	16:30	18:30							

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If your agency is authorized to pay overtime, upon clicking the save icon, you will receive the message, **“Check w/budget for authorization to pay overtime.”** This notification is to prompt you to verify if there is sufficient authorization on the budget quad (fund/fund center/commitment item/functional area) for the cost center being entered.

**If all verifications are made, green check  to continue.**

# Time Entry – CAT2 OVERTIME PAID

Time Sheet Edit Goto Extras Environment System Help

**Time Sheet: Data Entry View**

Data Entry Period: 09/14/2003 - 09/27/2003

LT	Pers.No.	CO...	A/A...	Wa...	Position	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To	T
	96					42.00	0.00			10.00			8.00			8.00			
	96	ARK	ATTN			20.00				4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	
	96	ARK	ATTN			20.00				4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30	
	96	ARK	OT15			2.00				2.00	16:30	18:30							

Data entry view Release view Variable view Entry 1 of 4

Not authorized to pay overtime

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If your agency has no authorization to pay overtime, you will receive the message, “**Not authorized to pay overtime.**” You will need to correct your entry to an applicable attendance code before the time sheet can be saved successfully.

**Note: These edits does not check the budget automatically when the time entry is saved. You can verify that the cost center or the employee master cost center assigned to this is funded for overtime (commitment item 501:00:06) through your fiscal department.**





# Time Entry – CAT2 SHIFT PREMIUM

Time Sheet Edit Goto System Help

Time Sheet: Initial Screen

Data Entry

TSSTD 09/14/2003 Time

1. Enter a date for which you are entering time.

3. Click the pencil or press F5

Per...	Su...	E...	Cost Ctr	Org. un.	Ti...	Last name.		
FA04	OAL1	1 UE	383230	21705313	101	COLE DAVI		
104	Dave Colford	FA04	NEL1	1 UE	383230	21705313	101	COLFORD D
102	David Conant	FA04	NEL1	1 UE	383230	21705313	101	CONANT DA
101	Debbie Cross	FA04	OAL1	1 UE	383230	21705313	101	CROSS DEB
100	Deborah Davis	FA04	NEL1	1 UE	383230	21705313	101	DAVIS DEB
98	Deborah Debusk	FA04	OAL1	1 UE	383230	21705313	101	DEBUSK DE
97	Diana East	FA04	OAL1	1 UE	383230	21705313	101	EAST DIAN
96	Diana Edwards	FA04	OAL1	1 UE	383230	21705313	101	EDWARDS D
94	Diane Elias	FA04	OAL1	1 UE	383230	21705313	101	ELIAS DIA
67	Henry Hiatt	FA04	OAL1	1 UE	383225	21705315	101	HIATT HEN
64	Isaac Hickman	FA04	OAL1	1 UE	383225	21705315	101	HICKMAN I

2. Select employee's personnel number

Remember, if no employee(s) are displayed, review "Accessing the Timesheet"

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# Time Entry – CAT2 SHIFT PREMIUM

**Time Sheet: Data Entry View**

Data Entry Period: 09/14/2003 - 09/27/2003

LT	Pers.No.	CO...	AA...	Wa...	Position	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To
	67		ARK	ATTN		40.00	0.00			8.00			8.00			8.00		
	67		ARK	ATTN		40.00				8.00	23:00	07:00	8.00	23:00	07:00	8.00	23:00	07:00

4. Record the From and To hours of the shift

Data entry view | Release view | Variable view | Entry 1 of 2

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2-42

Do not enter from and to hours for **midnight shift** employees, use only total hours until further notice. Please remember to maintain accurate time frame hours on the paper timesheet.



# Time Entry – CAT2 SHIFT PREMIUM

The screenshot displays the SAP Time Sheet: Data Entry View interface. The 'Data Entry Period' is set to 09/14/2003. The 'Data Entry Area' shows a grid with columns for LT, Pers.No., CO..., AA..., Wa..., and Position. The 'Wage type (1) 13 Entries found' window is open, showing a list of wage types. An arrow points to the 'Wa...' column in the Data Entry Area, labeled '5. Enter the wage type or pull from the drop-down list'. Another arrow points to the 'Shift premium' entry in the Wage type list, labeled '6. Highlight the appropriate wage type and double-click to populate'.

Wage ty...	Wage type text	Start date	End date
1209	Difficult to fill -CATS	01/01/1900	12/31/9999
1212	Shift premium	01/01/1900	12/31/9999
1217	Maximum Security Pay	01/01/1900	12/31/9999
1218	Hazardous Duty	01/01/1900	12/31/9999
1220	Max Security/Haz Duty Pay	01/01/1900	12/31/9999
1222	Sch Aft Hrs-LPN-\$20	01/01/1900	12/31/9999
1223	Unsch Aft Hrs-LPN-\$22	01/01/1900	12/31/9999
1224	Sch Aft Hrs-RN-\$28	01/01/1900	12/31/9999
1225	Unsch Aft Hrs-RN-\$33	01/01/1900	12/31/9999
1230	HS Call-Backup-Wkday-\$5	01/01/1900	12/31/9999
1231	HS Call-Bkup-Wknd/Hol-\$7	01/01/1900	12/31/9999
1232	HH Call-Backup-Wkday-\$9	01/01/1900	12/31/9999
1233	HH Call-Bkup-Wknd/Hol-\$16	01/01/1900	12/31/9999

13 Entries found

Data entry view Release view Variable view Entry 1 of 3

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When an employee is eligible for shift premium pay, the hours that are worked with the appropriate wage type **MUST** be entered on CATS (Cross Application Time Sheet) for the employee to be paid.

**Note:** If you have entered a wage type, skip to step 7.

# Time Entry – CAT2 SHIFT PREMIUM

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 09/14/2003 - 09/27/2003

Data Entry Area

LT	Pers.No.	CO...	A/A...	Wa...	Position	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To	T...
67						40.00	0.00			8.00			8.00			8.00			
67	ARK	ATTN				40.00				8.00	23:00	07:00	8.00	23:00	07:00	8.00	23:00	07:00	
67	ARK		1212			40.00				8.00			8.00			8.00			

7. Enter the total number of hours for the shift premium for each day earned.

Data entry view Release view Variable view Entry 1 of 3

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**Note: Wage types and Attendance/Absences codes can not be entered on the same line.**



# Time Entry – CAT2

## OVERNIGHT SHIFT – PREVIOUS DAY INDICATOR

The screenshot shows the SAP Time Sheet: Initial Screen. The menu bar includes Time Sheet, Edit, Goto, System, and Help. The toolbar contains various icons for file operations and editing. The main area displays the 'Data Entry' section with a 'TSSTD' field set to '02/01/2004'. A callout box points to this field with the instruction: '1. Enter a date for which you are entering time.' Another callout box points to a pencil icon in the toolbar with the instruction: '3. Click the pencil or press F5'. A third callout box points to a list of employees with the instruction: '2. Select employee's personnel number'. The employee list includes columns for Per..., Su..., EE..., Cost Ctr, Org. un., Ti..., and Last name. The list shows employees like Aaron Abney, Albert Abshire, Carol Adair, Alicia Alberson, Valeria Alexander, Wendy Alexander, Alysia Allen, Randy Allen, Warren Allen, and Wanda Allison. A fourth callout box on the right side of the screen contains the text: 'Remember, if no employee(s) are displayed, review “Accessing the Timesheet”’.

Per...	Su...	EE...	Cost Ctr	Org. un.	Ti...	Last name		
FA04	OAL1	1 U0	383241	21705318	101	ABERNATHY		
155	Aaron Abney	FA04	NEL1	1 UE	383397	21705314	101	ABNEY AAR
156	Albert Abshire	FA04	NEL1	1 UE	383272	21705314	101	ABSHURE A
198	Carol Adair	FA04	OAL1	1 U0	383201	21705318	101	ADAIR CAR
157	Alicia Alberson	FA04	NEL1	1 UE	383230	21705313	101	ALBERSON
148	Valeria Alexander	FA04	OAL1	1 U0	383241	21705318	101	ALEXANDER
199	Wendy Alexander	FA04	OAL1	1 U0	383201	21705318	101	ALEXANDER
158	Alysia Allen	FA04	NEL1	1 UE	383240	21705293	101	ALLEN ALY
149	Randy Allen	FA04	OAL1	1 U0	383201	21705318	101	ALLEN RAN
200	Warren Allen	FA04	OAL1	1 U0	383201	21705318	101	ALLEN WAR
201	Wanda Allison	FA04	OAL1	1 U0	383201	21705318	101	ALLISON W

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The Previous Day indicator function is used to connect times worked after midnight that are recorded in the next pay period to pay in the current pay period. This function is also needed when a break occurs during a shift after midnight.

**Note:** If only total hours worked per day are recorded, you do not have to perform this demonstration.



# Time Entry – CAT2

## OVERNIGHT SHIFT – PREVIOUS DAY INDICATOR

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 02/01/2004 - 02/14/2004

LT	Pers.No.	CO...	AA...	Wa...	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To	TH ...	From
	149				0.00	0.00			0.00			0.00			0.00			0.00	
	149				0.00		2200	0200		0230	0630								

4. Enter personnel number; press enter

5. Record first part of shift; record second part of shift on next day

6. Double-click in the From or To times in second part of shift

Data entry view Release view Entry 1 of 2

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## Time Entry – CAT2

### OVERNIGHT SHIFT – PREVIOUS DAY INDICATOR

The screenshot shows the SAP Time Sheet: Data Entry View interface. A pop-up window is open, displaying the 'Prev. day indicator' box, which is checked. The 'Cell content' is 4.00 h, 'Start time' is 02:30, and 'End time' is 06:30. The 'Reason for rejection' field is empty. The 'Technical information' section shows 'Processing status' as 10 In process and 'Document no.' as empty. A green checkmark is visible in the bottom left corner of the pop-up window. An arrow points to the green checkmark with the text '8. Click the green check'. Another arrow points to the 'Prev. day indicator' checkbox with the text '7. Click in the 'Prev. day indicator' box'.

**7. Click in the 'Prev. day indicator' box**

**8. Click the green check**

The “Previous day indicator” ensures that the entire shift (before midnight and after midnight) are evaluated in the proper pay period.



# Time Entry – CAT2

## OVERNIGHT SHIFT – PREVIOUS DAY INDICATOR

Time Sheet: Data Entry View

Data Entry Period: 02/01/2004 - 02/14/2004

LT	Pers.No.	CO...	AVA...	Wa...	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To	TH ...	From
	149				8.00	8.00			8.00			8.00			8.00			8.00	
	149	ARK	ATTN		8.00	4.00	22:00	02:00	4.00	02:30	05:30								

Data entry view | Release view | Variable view | Entry 1 of 2

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Notice that the hours are now connected to the previous day for a total of 8 hours for the entire shift.





# Time Entry – CAT2

## OVERNIGHT SHIFT – PREVIOUS DAY INDICATOR

**Time Sheet: Data Entry View**

Data Entry Period: 02/01/2004 - 02/14/2004

LT	Pers.No.	CO...	AVA...	Wa...	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To	TH ...	From
	149				16.00	8.00			4.00			4.00			0.00			0.00	
	149	ARK	ATTN		8.00	4.00	22:00	02:00	4.00	02:30	06:30								
	149	ARK	ATTN		8.00				4.00	22:00	02:00	4.00	02:30	06:30					

9. Repeat steps 4 – 8 until all times have been entered.

Data entry view | Release view | Variable view | Entry 1 of 3

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If the employee, works another shift on the same day, record the shift times on a separate line.

**Note:** This will not interfere with the times already entered. Notice how the total hours only reflect the hours recorded for that shift.



# Time Entry – CAT2

## OVERNIGHT SHIFT – PREVIOUS DAY INDICATOR

**Time Sheet: Data Entry View**

Data Entry Period: 02/01/2004 - 02/14/2004

**10. Click the next arrow icon.**

LT	Pers.No.	CO...	A/A...	Wa...	Position	Total	TH ...	From	To	FR ...	From	To	SA ...	From	To
	149					76.00	8.00			8.00			4.00		
						16.00									
	149		ARK	ATTN		16.00	4.00	02:30	06:30						
	149		ARK	ATTN		16.00	4.00	22:00	02:00	4.00	02:30	06:30			
	149		ARK	ATTN		16.00				4.00	22:00	02:00	4.00	02:30	06:30
	149		ARK	ATTN		12.00							4.00	22:00	02:00

**Note: If the first part of the shift is in one payperiod and the second part of the shift is in a different payperiod, it is imperative that the 'Prev. day indicator box is check to ensure the employee is properly paid.**



# Time Entry – CAT2

## OVERNIGHT SHIFT – PREVIOUS DAY INDICATOR

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 02/15/2004 - 02/28/2004

LT	Pers.No.	CO...	AVA...	Wa...	Position	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To	T
	149					4.00	4.00			0.00			0.00			0.00			
	149	ARK	ATTN			4.00	4.00	02:30	06:30										

11. Enter personnel number; press enter

12. Enter From and To times for second part of shift

Data entry view Release view Variable view Entry 1 of 2



# Time Entry – CAT2

## OVERNIGHT SHIFT – PREVIOUS DAY INDICATOR

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 02/15/2004 - 02/28/2004

LT	Pers.No.	CO...	AA...	Wa...	Position	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To	T
	149					4.00	4.00			0.00			0.00			0.00			
	149	ARK	ATTN			4.00	4.00	02:30	06:30										

13. Double-click in the From or To times of the second part of the shift

Data entry view Release view Variable view Entry 1 of 2



# Time Entry – CAT2

## OVERNIGHT SHIFT – PREVIOUS DAY INDICATOR

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 02/15/2004 - 02/28/2004

Cell Information

Additional information: General

Cell content 4.00 h

Start time 02:20 End time 06:30

☒ Prev. day indicator

Reason for selection

Technical information

Processing status 10 In process

Document no.

14. Click in the 'Prev. day indicator' box.

15. Click the green check

base view Variable view Entry 1 of 2

## Time Entry – CAT2

## OVERNIGHT SHIFT – PREVIOUS DAY INDICATOR

The screenshot shows the SAP Time Sheet: Data Entry View interface. At the top, there is a menu bar with options: Time Sheet, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons for navigation and editing. The main area is titled "Time Sheet: Data Entry View" and contains a "Data Entry Period" field set to "02/15/2004 - 02/28/2004". Below this is the "Data Entry Area" which is a table with columns: LT, Pers.No., CO..., A/A..., Wa..., Position, Total, SU ..., From, To, WE ..., From, To, T. The table contains two rows of data for person 149. The second row is highlighted with a black rectangle, and a callout box with the text "16. Click previous arrow icon" points to the left arrow icon in the bottom right corner of the table.

LT	Pers.No.	CO...	A/A...	Wa...	Position	Total	SU ...	From	To	WE ...	From	To	T
	149					0.00	0.00		0.00				
	149	ARK	ATTN			4.00	4.00	02:30	06:30				

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# Time Entry – CAT2

## OVERNIGHT SHIFT – PREVIOUS DAY INDICATOR

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

18. Click to validate entries

19. Click to save

Data Entry Area

LT	Pers.No.	CO...	A/A...	Wa...	Position	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To	T
	149					88.00	8.00			8.00			8.00			8.00			
	149	ARK	ATTN			44.00	4.00	22:00	02:00	4.00	02:30	06:30	4.00	02:30	06:30	4.00	02:30	06:30	
	149	ARK	ATTN			32.00				4.00	22:00	02:00	4.00	22:00	02:00	4.00	22:00	02:00	

17. Verify totals

Data entry view Release view Variable view Entry 1 of 3



# Time Entry – CAT2 MILITARY LEAVE

Time Sheet Edit Goto System Help

SAP

**Time Sheet: Initial Screen**

3. Click the pencil or press F5

1. Enter a date for which you are entering time.

2. Select employee's personnel number

Remember, if no employee(s) are displayed, review "Accessing the Timesheet"

Per...	Su...	E E...	Cost Ctr	Org. un.	Ti...	Last name.
FA04	0AL1	1 UE	383230	21705313	101	COLE DAVI
FA04	NEL1	1 UE	383230	21705313	101	COLFORD D
FA04	NEL1	1 UE	383230	21705313	101	CONANT DA
FA04	0AL1	1 UE	383230	21705313	101	CROSS DEB
FA04	NEL1	1 UE	383230	21705313	101	DAVIS DEB
FA04	0AL1	1 UE	383230	21705313	101	DEBUSK DE
FA04	0AL1	1 UE	383230	21705313	101	EAST DIAN
FA04	0AL1	1 UE	383230	21705313	101	EDWARDS D
UE	383230			21705313	101	ELIAS DIA
UE	383225			21705315	101	HIATT HEN
UE	383225			21705315	101	HICKMAN I





# Time Entry – CAT2 MILITARY LEAVE

The screenshot shows the SAP Time Sheet CAT2 Military Leave interface. It includes a menu bar (Time Sheet, Edit, Goto, Extras, Environment, System, Help), a toolbar, and a main data entry area. A list of leave types is displayed, including MC10, MC15, MILA, MILH, MILL, MILV, OFST, OT10, OT15, PROL, SICK, TRNG, WC10, WC15, WKCA, and WKCH. Callout 4 points to the 'Pers.No.' field, callout 5 points to the 'A/A' dropdown menu, and callout 6 points to the 'MILV' (Military Leave) entry in the list.

5. Click the drop-down button

4. Enter the personnel number and press enter

6. Highlight the appropriate A/A type and double-click to populate

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When an employee is on Military Leave, a military quota must be created before it can be used as an A/A type on the timesheet. Using the A/A type MILV will reduce the military leave quota by the number of hours recorded.

**Note:** For instructions on how to create Military Leave Quota, view the Time and Leave courseware located on the AASIS website.

For a description of each military leave type, view HRTRC Quick Reference Guide (QRG).

## Time Entry – CAT2 MILITARY LEAVE

The screenshot shows the SAP Time Sheet: Data Entry View interface. The title bar includes 'Time Sheet', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The menu bar contains 'File', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The toolbar includes icons for saving, undo, redo, and other functions. The main window displays a table with columns for 'LT', 'Pers.No.', 'CO...', 'AJA...', 'Wa...', 'Position', 'Total', 'From', 'To', and dates '09/29', '09/30', '10/01', '10/02'. The table contains data for two entries, both with a total of 40.00 hours. Annotations with arrows point to specific elements: '8. Green check to verify' points to a green checkmark in the top left corner; '9. Save your entries' points to a save icon in the top toolbar; and '7. Enter the total number of hours taken' points to the 'Total' column in the table.

**8. Green check to verify**

**9. Save your entries**

**7. Enter the total number of hours taken**

LT	Pers.No.	CO...	AJA...	Wa...	Position	Total	From	To	09/29	From	To	09/30	From	To	10/01	From	To	10/02	F
	104					40.00			8.00			8.00			8.00			8.00	
	104	ARK	MILV			40.00			8.00			8.00			8.00			8.00	

Data entry view | Release view | Variable view | Entry 1 of 2

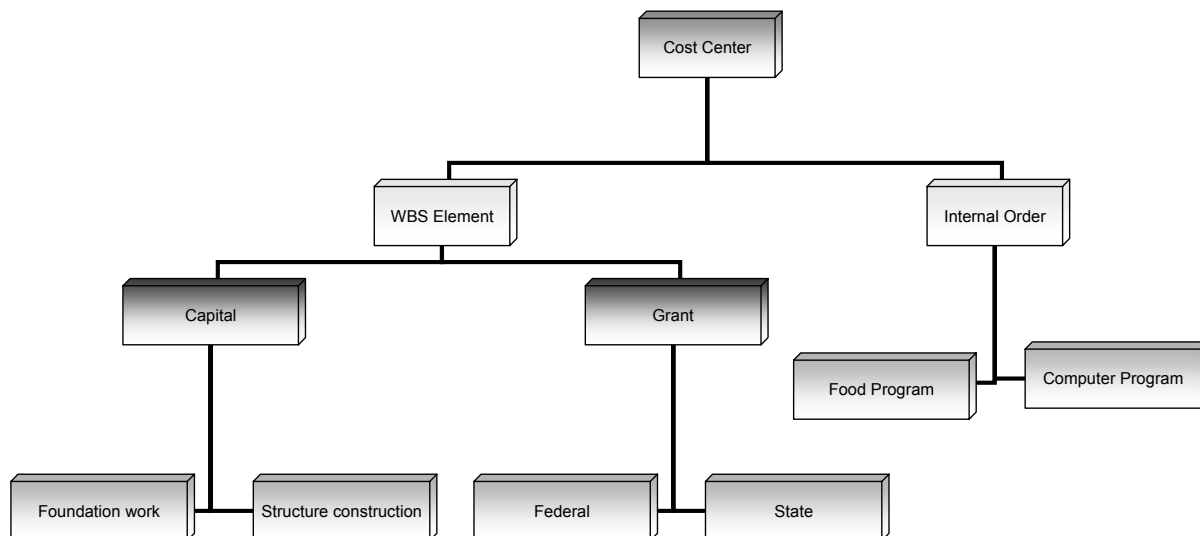
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## Time Entry – CAT2

### COST CENTER ALLOCATIONS



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Cost Centers reflect an agency's organizational structure. Expenses such as salaries are incurred at the cost center level. If a cost is to be paid from a cost center other than the employee's master cost center, you must enter the Receiver Cost Center in CATS.

Costs may also be allocated to a program by entering a Receiver (Internal Order).

Costs may also be allocated to a Grant/Capital Project by entering a Receiver WBS (Work Breakdown Structure) Element.

The distribution of costs will not be verified until payroll has run and the results posted to Financial Accounting.



# Time Entry – CAT2

## RECEIVER COST CENTER

Time Sheet   Edit   Goto   System   Help

SAP

**Time Sheet: Initial Screen**

TSSTD   Time S  
09/28/2003

**3. Click the pencil or press F5**

**1. Enter a date for which you are entering time.**

	Per...	Su...	E E...	Cost Ctr	Org. un.	Ti...	Last name.
103	David Cole	FA04	0AL1	1 UE 383230	21705313	101	COLE DAVI
104	Dave Colford	FA04	NEL1	1 UE 383230	21705313	101	COLFORD D
102	David Conant	FA04	NEL1	1 UE 383230	21705313	101	CONANT DA
101	Debbie Cross	FA04	0AL1	1 UE 383230	21705313	101	CROSS DEB
100	Deborah Davis	FA04	NEL1	1 UE 383230	21705313	101	DAVIS DEB
98	Deborah Debusk	FA04	0AL1	1 UE 383230	21705313	101	DEBUSK DE
97	Diana East	FA04	0AL1	1 UE 383230	21705313	101	EAST DIAN
96	Diana Edwards	FA04	0AL1	1 UE 383230	21705313	101	EDWARDS D
				UE 383230	21705313	101	ELIAS DIA
				UE 383225	21705315	101	HIATT HEN
				UE 383225	21705315	101	HICKMAN I

**2. Select employee's personnel number**

**Remember, if no employee(s) are displayed, review "Accessing the Timesheet"**

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## Time Entry – CAT2

### RECEIVER COST CENTER

**Time Sheet: Data Entry View**

Data Entry Period: 09/28/2003 - 10/11/2003

Data Entry Area

LT	Pers.No.	CO...	Rec. Cctr	Receiver WBS element	Rec. order	A/A...	Wa...	Position	Total	09/28	From	To	09/28
	101								0.00	0.00			0
	101								0.00				
	101								0.00				

**4. Enter the employee personnel number for morning and afternoon hours and press enter**

Data entry view | Release view | Variable view | Entry 1 of 3

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# Time Entry – CAT2

## RECEIVER COST CENTER

Time Sheet Edit Goto Extras E

Receiver Cost Center (1) 23 Entries Found

Cost center Cost center name Standard Hierarchy Joint venture

Time Sheet: Data Entry View

Data Entry Period 09/28/2003

Data Entry Area

LT Pers.No. CO... Rec. Cctr Rece

101 101 101

5. Click the drop-down button and double-click on the appropriate cost center

Cost ...	BusA	COAr	CoCd	CCTC	Person Responsible	Short text	Language	Valid From
240201	0283	ARK	ARK	O	pharmacy	BOARD OF PHARMACY	EN	07/01/200:
240202	0283	ARK	ARK	O	pharmacy	BOARD OF PHARMACY	EN	07/01/200:
240203	0283	ARK	ARK	O	pharmacy	BOARD OF PHARMACY	EN	07/01/200:
240204	0283	ARK	ARK	O	pharmacy	BOARD OF PHARMACY	EN	07/01/200:
383201	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:
383210	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:
383225	0610	ARK	ARK	O	Training	SCI-FI	EN	07/01/200:
383230	0610	ARK	ARK	O	L. A. Funt	ZOO	EN	07/01/200:
383240	0610	ARK	ARK	O	J Muir	FIT	EN	07/01/200:
383241	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:
383245	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:
383250	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:
383255	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:
383260	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:
383264	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:
383270	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:
383272	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:
383331	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:
383355	0610	ARK	ARK	O	dfa	DFA- PAYROLL	EN	07/01/200:
383357	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:
383397	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:
383500	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:
388194	0610	ARK	ARK	O	dfa	DFA	EN	07/01/200:

Data entry view Release

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**Note: The Receiver Cost Center should be included on the Paper Time Sheet. If the cost center is known, enter it in CATS and skip to step 6. If the cost center is unknown, proceed with step 5.**

**If you are allocating time to a WBS element, after entering cost center, skip to step 10.**

**If you are allocating time to an Internal Order, after entering cost center, skip to step 16.**



# Time Entry - CAT2

## RECEIVER COST CENTER

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 09/28/2003 - 10/11/2003

LT	Pers.No.	CO...	Rec. Cctr	Receiver WBS element	Rec. order	AA...	Wa...	Position	Total	SU ...	From	To	MO
	101								8.00	8.00			0
	101	ARK	383225			ATTN			4.00	4.00	08:00	12:00	
	101	ARK	383225			ATTN			4.00	4.00	12:30	16:30	

**Note: By entering the Receiver Cost Center for each line, the cost center will be charged for the morning and afternoon hours worked.**

**6. Enter the morning and afternoon work times.**

Data entry view Release view Variable view Entry 1 of 3

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# Time Entry - CAT2 RECEIVER COST CENTER

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 09/28/2003 - 10/11/2003

Data Entry Area

LT	Pers.No.	CO...	Rec. CCtr	A/A...	Wa...	Position	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	F
	101						40.00	8.00			8.00			8.00			8.00	
	101	ARK	383225	ATTN			4.00	4.00	08:00	12:00								
	101	ARK	383225	ATTN			4.00	4.00	12:30	16:30								
	101	ARK		ATTN			16.00				4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00
	101	ARK		ATTN			16.00				4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30

Data entry view Release view

9. Save your entries

7. Enter the remaining week morning and afternoon hours on separate lines.

8. Press enter to validate your entries

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**Note: If costs are to be allocated to the employee's master cost center for the remaining work week, you must include those times on a separate line.**





# Time Entry - CAT2

## RECEIVER WBS ELEMENT

The screenshot displays the SAP 'Time Sheet: Data Entry View' interface. At the top, there is a menu bar with options like 'Time Sheet', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Data Entry View' and contains a table with columns: 'LT Pers.No.', 'CO...', 'Rec. Cctr', 'Receiver WBS element', 'Rec. order', 'A/A...', 'Wa...', 'Position', 'Total', '09/28', 'From', 'To', and '09/28'. The table has three rows, with the first two rows containing data. A callout box labeled '10. Enter the WBS element or select from the drop-down.' points to the 'Receiver WBS element' column. Below the table, there is a section titled 'Receiver WBS element (1) 2 Entries Found' with a checkbox for 'WBS element: Project definition and description' and a text field for 'WBS element: short identifi...'. A callout box labeled '11. Double-click the appropriate WBS element' points to the 'Description' column of the table below. The table below has columns: 'Description', 'WBS Element', 'Short ID', and 'Project Definiti...'. It contains two rows of data: 'training client 1' and 'training client 2'.

LT Pers.No.	CO...	Rec. Cctr	Receiver WBS element	Rec. order	A/A...	Wa...	Position	Total	09/28	From	To	09/28
101		383225						0.00	0.00			0
101		383225										

Description	WBS Element	Short ID	Project Definiti...
training client 1	F.0610.2002DBBX0005-02	F.0610.2002DBBX0	F.0610.TEST
training client 2	F.0610.2001DBMU0005-02	F.0610.2001DBMU0	F.0610.TEST

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**Note:** If the WBS Element is known, enter it in CATS and skip to step 12. If unknown, proceed with step 10.

**When entering a WBS element, you must also enter a cost center. Remember to record the cost center and WBS element on two separate lines to allow for morning and afternoon hours.**

## Time Entry - CAT2

### RECEIVER WBS ELEMENT

**Time Sheet: Data Entry View**

Data Entry Period: 09/28/2003 - 10/11/2003

LT	Pers.No.	CO...	Rec. Cctr	Receiver WBS element	Rec. order	A/A...	Wa...	Position	Total	SU...	From	To	MO
101									8.00	8.00			0
101	ARK	383225		F.0610.2002DBBX0005-02		ATTN			4.00	4.00	08:00	12:00	
101	ARK	383225		F.0610.2002DBBX0005-02		ATTN			4.00	4.00	12:30	16:30	

**12. Enter the morning and afternoon work times.**

Data entry view | Release view | Variable view | Entry 1 of 3

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# Time Entry - CAT2

## RECEIVER WBS ELEMENT

**15. Save your entries**

**13. Enter the remaining week morning and afternoon hours on separate lines.**

**14. Press enter to validate your entries**

Position	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To	TH ...	From	To	FR ...	From	To
	24.00	8.00			8.00			8.00			8.00			8.00			8.00		
	4.00	4.00	08:00	12:00															
	4.00	4.00	12:30	16:30															
	8.00				4.00	08:00	12:00	4.00	08:00	12:00									
	8.00				4.00	12:30	16:30	4.00	12:30	16:30									

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**Note: If costs for the remaining work week are allocated to the employee's master cost center or a different WBS element, you must enter those times on separate lines.**



# Time Entry - CAT2

## RECEIVER INTERNAL ORDER

The screenshot displays the SAP 'Time Sheet: Data Entry View' interface. The 'Data entry period' is set to 06/23/2002 - 07/06/2002. A table with columns 'Rec. CContr', 'Receiver WBS element', 'Rec. order', and 'A/A...' is visible. Two rows are shown with '140001' in the 'Rec. CContr' column. An arrow points from a callout box to the 'Rec. order' column. Another arrow points from a second callout box to a dropdown menu that is open, showing a list of internal orders. The dropdown menu has a search bar and a list of orders with their short texts. The list includes: 10009000 CONT. PROF. EDUC., 10009001 BEG. COMPUTERS, 10009002 INT. COMPUTERS, 10009003 ADV. COMPUTERS, 10009004 CONT. LEGAL EDUC., 10009005 SUPPORT STAFF, 10009006 LOCO00499 BENTON COUNTY, 10009007 LOCO02499 FRANKLIN COUNTY, 10009008 LOCO06599 SEBASTIAN COUNTY, 10009009 LOM110199 LINCOLN, 1000900A EDSD29001 MARVELL SD, 1000900B EDSD37201 JUNCTION CITY SD, 1000900C EDSD37301 MOUNT HOLLY SD, 1000900D EDSD37501 PARKERS CHAPEL SD, 1000900E EDVT54301 FOREST ECHOES VT, 1000900F EDVT54901 GREAT RIVERS TI, 1000900G EDVT58201 RIVERSIDE VT, and 1000900H EDHE10001 HSU. A 'More than 500 input options' message is at the bottom of the list.

**16. Enter the Internal order or select from the drop-down.**

**17. Double-click the appropriate internal order**

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**Note: The Internal Order should be included on the Paper Time Sheet. If the Internal Order is known, enter it in CATS and skip to step 18. If the Internal Order is unknown, proceed with step 16.**

**An Internal order must be attached with a Cost Center.**

## Time Entry - CAT2

### RECEIVER INTERNAL ORDER

**SAP**

Time sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data entry period 06/23/2002 - 07/06/2002

Receiver WBS element	Rec. order	A/A...	Wa...	Position	Total	06/23 From To	06/24 From To	06/25 From To
I0900F00D					0.00	0.00	0.00	0.00
I0900F00D							0800 1100 1130 1630	

18. Enter the morning and afternoon work times.

Data entry view Release view Variable view Entry 1 of 1

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# Time Entry - CAT2

## RECEIVER INTERNAL ORDER

**21. Save your entries**

**19. Enter the remaining week morning and afternoon hours on separate lines.**

**20. Press enter to validate your entries**

Rec. order	A/A...	Wa...	Position	Total	06/23	From	To	06/24	From	To	06/25	From	To	06/26	From	To	06/27
				0.00	0.00			0.00			0.00			0.00			0.00
								0800	1100								
								1130	1630								
											0800	1100					
											1130	1630					

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**Note: If costs for the remaining work week are allocated to the employee's master cost center or a different Internal Order, you must enter those times on separate lines.**



# Time Entry - CAT2 REJECTED TIME

SAP

List Edit Goto System Help

Approve Working Times

Name	Pers.No.	Date	Stat...	Number	MU	A/AType	Created on	Time	Created by	Last change	Time	Change
Debbie Cross	101	10/03/2003	△	4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
			△	4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
		10/02/2003	△	4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:33:46	DMHILL
			△	4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
		10/01/2003	△	4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
			△	4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
		09/30/2003	△	4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
			△	4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
		09/29/2003	△	4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
			△	4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
101				40.000	H							
				40.000	H							

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Time can be rejected for a number of reasons such as Unauthorized time entry or overtime, Incorrect abs/att category, Incorrect allocation, etc.

Only the roles of Central Time Management and Agency Time Management Specialist can correct rejected time. When time is rejected, the time on the CAT2 screen will appear in blue.

If time was rejected by the Time Management Supervision role and it was actually correct, a change must be made to the time because the system is recognizing that the time is wrong.



# Time Entry - CAT2 REJECTED TIME

SAP

List Edit Goto System Help

**Approve Working Times**

Name	Pers.No.	Date	Stat...	Σ	Number	MU	A/AType	Created on	Time	Created by	Last change	Time	Change
Debbie Cross	101	10/03/2003	△		4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
			△		4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
		10/02/2003	△		4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:33:46	DMHILL
			△		4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
		10/01/2003	△		4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
			△		4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
		09/30/2003	△		4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
			△		4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
		09/29/2003	△		4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
			△		4.000	H	ATTN	01/12/2004	16:27:50	DMHILL02	01/12/2004	16:27:50	DMHILL
101					40.000	H							
					40.000	H							

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Rejected time that is not corrected may cause the employee to be paid improperly.

If you are identified as the Time Administrator on the Organizational Assignment infotype, the system will notify you via the SAP inbox that time entered has been rejected.





# Time Entry – CAT2 REJECTED TIME

**Time Sheet: Initial Screen**

TSSTD      Time S  
09/28/2003

**3. Click the pencil or press F5**

**1. Enter a date for which you are entering time.**

Per...	Su...	E E...	Cost Ctr	Org. un.	Ti...	Last name.
103	Dave Cole	FA04 0AL1 1 UE	383230	21705313	101	COLE DAVI
104	Dave Colford	FA04 NEL1 1 UE	383230	21705313	101	COLFORD D
102	David Conant	FA04 NEL1 1 UE	383230	21705313	101	CONANT DA
101	Debbie Cross	FA04 0AL1 1 UE	383230	21705313	101	CROSS DEB
100	Deborah Davis	FA04 NEL1 1 UE	383230	21705313	101	DAVIS DEB
98	Deborah Debusk	FA04 0AL1 1 UE	383230	21705313	101	DEBUSK DE
97	Diana East	FA04 0AL1 1 UE	383230	21705313	101	EAST DIAN
96	Diana Edwards	FA04 0AL1 1 UE	383230	21705313	101	EDWARDS D
		UE 383230		21705313	101	ELIAS DIA
		UE 383225		21705315	101	HIATT HEN
		UE 383225		21705315	101	HICKMAN I

**2. Select employee's personnel number**

**Remember, if no employee(s) are displayed, review "Accessing the Timesheet"**

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# Time Entry - CAT2 REJECTED TIME

The screenshot shows the SAP Time Sheet: Data Entry View interface. The menu bar includes Time Sheet, Edit, Goto, Extras, Environment, System, and Help. The toolbar contains various icons for file operations and navigation. The Data Entry Period is set to 09/28/2003 - 10/11/2003. The Data Entry Area displays a table with columns for dates and time ranges. The table shows time entries for 09/28, 09/29, 09/30, 10/01, 10/02, 10/03, and 10/04. The time ranges are From and To. The time values are displayed in blue, indicating they are rejected. A callout box with an arrow pointing to one of the blue numbers states: "4. Double-click on any of the blue numbers."

09/28	From	To	09/29	From	To	09/30	From	To	10/01	From	To	10/02	From	To	10/03	From	To	10/04	From
0.00			8.00			8.00			8.00			8.00			8.00			8.00	
			4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00		
			4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30		

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**Notice that the time rejected appears in blue.**

After comparing the paper time sheet to the data entered and the data entered was actually correct, you will have to change the time because the system is recognizing the time as being incorrect.



# Time Entry - CAT2 REJECTED TIME

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 09/28/2003 - 10/11/2003

Cell Information

To	10/03	From	To	10/04	From
	8.00			0.00	

Additional information: General

Cell content 4.00 h

Start time 12:30 End time 16:30

☐ Prev. day indicator

Reason for rejection 03 Incorrect abs/att category

Technical information

Processing status 40 Approval rejected

Document no.

6. Click the green check

5. A pop-up box will appear. Change the start or end time.

Data entry view Release view Variable view Entry 1 of 3

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# Time Entry - CAT2

## REJECTED TIME

Time Sheet Edit Goto Extras Environment System Help

**Time Sheet: Data Entry View**

Data Entry Period 09/28/2003 - 10/11/2003

Data Entry Area

09/28	From	To	09/29	From	To	09/30	From	To	10/01	From	To	10/02	From	To	10/03	From	To	10/04	From
0.00			8.00			8.00			8.00			7.92			8.00			0.00	
			4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00		
			4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30	3.92	12:35	16:30	4.00	12:30	16:30		

7. Press enter to validate your entries

8. Save your entries

Notice the change in the total hours.

Data entry view Release view Variable view Entry 1 of 3



# Time Entry – CAT2 REJECTED TIME

Time Sheet Edit Goto System Help

Time Sheet: Initial Screen

10. Click the pencil or hit F5

TSSTD Time Specialist Time Entry Profile  
18/02/2003

Personn...	Name	Per...	Su...	EE...	Cost Ctr	Org. un.	Ti...	Last name..
105	David Cole	FA04	OAL1	1 UE	383230	21705313	101	COLE DAVI
104	Dave Colford	FA04	NEL1	1 UE	383230	21705313	101	COLFORD D
102	David Conant	FA04	NEL1	1 UE	383230	21705313	101	CONANT DA
101	Debbie Cross	FA04	OAL1	1 UE	383230	21705313	101	CROSS DEB
100	Deborah Davis	FA04	NEL1	1 UE	383230	21705313	101	DAVIS DEB
98	Deborah Debusk	FA04	OAL1	1 UE	383230	21705313	101	DEBUSK DE
97	Diana East	FA04	OAL1	1 UE	383230	21705313	101	EAST DIAN
					383230	21705313	101	EDWARDS D
					383230	21705313	101	ELIAS DIA
					383225	21705315	101	HIATT HEN
64	Isaac Hickman	FA04	OAL1	1 UE	383225	21705315	101	HICKMAN I

9. Select employee's personnel number again

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# Time Entry - CAT2 REJECTED TIME

The screenshot shows the SAP Time Sheet: Data Entry View interface. At the top, there is a menu bar with options: Time Sheet, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons. The main area is titled "Time Sheet: Data Entry View" and contains a "Data Entry Period" field set to "09/28/2003 - 10/11/2003". Below this is the "Data Entry Area" which is a large grid. The grid has columns for dates from 09/29 to 10/04, each with "From" and "To" time slots. The first row shows times like 8.00, 8.00, 8.00, 8.00, 8.00, 8.00, 0.00. The second row shows times like 4.00 08:00 12:00, 4.00 08:00 12:00, 4.00 08:00 12:00, 4.00 08:00 12:00, 4.00 08:00 12:00, 4.00 08:00 12:00. The third row shows times like 4.00 12:30 16:30, 4.00 12:30 16:30, 4.00 12:30 16:30, 4.00 12:30 16:30, 4.00 12:30 16:30, 4.00 12:30 16:30. A callout box with an arrow pointing to the 4.00 12:30 16:30 entry in the 10/02 column contains the text: "11. Change the time back to the original time and press enter." At the bottom of the grid, there are navigation arrows. Below the grid, there are three tabs: "Data entry view", "Release view", and "Variable view". The "Data entry view" tab is selected. To the right of the tabs, it says "Entry 1 of 3".

	From	To	09/29	From	To	09/30	From	To	10/01	From	To	10/02	From	To	10/03	From	To	10/04	From	To
			8.00			8.00			8.00			8.00			8.00			0.00		
			4.00 08:00 12:00			4.00 08:00 12:00			4.00 08:00 12:00			4.00 08:00 12:00			4.00 08:00 12:00					
			4.00 12:30 16:30			4.00 12:30 16:30			4.00 12:30 16:30			4.00 12:30 16:30			4.00 12:30 16:30					

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02/16/04, Revised to V4



# Time Entry – CAT2 REJECTED TIME

Time Sheet Edit Goto System Help

Time Sheet: Initial Screen

TSSTD Time Specialist Time Entry Profile  
10/02/2003

2. Click the pencil or hit F5

Personn...	Name	Per...	Su...	EE...	Cost Ctr	Org. un.	Ti...	Last name
105	David Cole	FA04	OAL1	1	UE 383230	21705313	101	COLE DAVI
104	Dave Colford	FA04	NEL1	1	UE 383230	21705313	101	COLFORD D
102	David Conant	FA04	NEL1	1	UE 383230	21705313	101	CONANT DA
101	Debbie Cross	FA04	OAL1	1	UE 383230	21705313	101	CROSS DEB
100	Deborah Davis	FA04	NEL1	1	UE 383230	21705313	101	DAVIS DEB
98	Deborah Debusk	FA04	OAL1	1	UE 383230	21705313	101	DEBUSK DE
97	Diana East	FA04	OAL1	1	UE 383230	21705313	101	EAST DIAN
96	Diana Edwards	FA04	OAL1	1	UE 383230	21705313	101	EDWARDS D
94	Diana Elias	FA04	OAL1	1	UE 383230	21705313	101	ELIAS DIA
					UE 383225	21705315	101	HIATT HEN
					UE 383225	21705315	101	HICKMAN I

1. Select employee's personnel number

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**In this demonstration, the time was rejected because it was entered as ATTN (attendance) and should have been ANNL (annual leave)**



## Time Entry - CAT2 REJECTED TIME

The screenshot shows the SAP Time Sheet: Data Entry View interface. At the top, there is a menu bar with options: Time Sheet, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons for file operations and editing. The main window title is "Time Sheet: Data Entry View".

Below the title bar, there is a sub-toolbar with icons for data entry functions. A text box labeled "Data Entry Period:" shows the date "09/28/2003".

The main area is a grid titled "Data Entry Area". The grid has columns for dates and time intervals. The first row shows data for 09/30, 10/01, 10/02, 10/03, 10/04, 10/05, and 10/06. The second row shows time intervals: 8.00, 4.00 08:00 12:00, 4.00 12:30 16:30, 8.00, 0.00, 0.00, and 0.00. The third row shows time intervals: 4.00 08:00 12:00, 4.00 12:30 16:30, 8.00 08:00 12:00, 8.00 12:30 16:30, 8.00 08:00 12:00, 8.00 12:30 16:30, and 8.00 08:00 12:00.

A callout box with the text "3. Double-click in the blue morning entries" points to the cell containing "4.00 08:00 12:00" for the date 10/02.

At the bottom of the window, there is a status bar with the text "Data entry view", "Release view", "Variable view", and "Entry 1 of 3".

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# Time Entry - CAT2 REJECTED TIME

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 09/28/2003 - 10/11/2003

4. Delete the number of hours, start and end times.

Cell Information

Additional information: General

Cell content 4.00 h

Start time 08:00 End time 12:00

☐ Prev. day indicator

Reason for rejection 03 Incorrect abs/att category

Technical information

Processing status 40 Approval rejected

Document no.

5. Click the green check

Variable view Entry 1 of 3



# Time Entry - CAT2 REJECTED TIME

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 09/28/2003 - 10/11/2003

09/30		10/01		10/02		10/03		10/04		10/05		10/06	
From	To	From	To	From	To	From	To	From	To	From	To	From	To
8.00		8.00		4.00		8.00		0.00		0.00		0.00	
4.00	08:00 12:00	4.00	08:00 12:00			4.00	08:00 12:00						
4.00	12:30 16:30	4.00	12:30 16:30	4.00	12:30 16:30	4.00	12:30 16:30						

Repeat steps 3 – 5 to delete the afternoon hours

Data entry view Release view Variable view Entry 1 of 3

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# Time Entry - CAT2 REJECTED TIME

Time Sheet Edit Goto Extras Environment System Help

**Time Sheet: Data Entry View**

Data Entry Period 09/28/2003 - 10/11/2003

LT	Pers.No.	CO...	Rec. Cctr	Receiver WBS element	Rec. order	A/A...	Wa...	Position	Total	09/28	From	To	09/
	98								32.00	0.00			8
	98	ARK				ATTN			16.00				4
	98	ARK				ATTN			16.00				4
	98					ANNL							

6. Enter the Personnel number on a separate line; press enter.

7. Enter ANNL for the A/A type

Data entry view Release view Variable view Entry 1 of 3

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# Time Entry - CAT2 REJECTED TIME

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 09/28/2003 - 10/11/2003

From		To		09/30		From		To		10/01		From		To		10/02		From		To		10/03		From		To		10/04		From		To		10/05		From		To			
				8.00						8.00						0.00						8.00																			
08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00	4.00	08:00	12:00									4.00	08:00	12:00																				
12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30	4.00	12:30	16:30									4.00	12:30	16:30																				
																0800	1600																								

8. Enter the From and To hours or the number of hours taken off under the date; press enter.

Data entry view Release view Variable view Entry 1 of 3

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# Time Entry - CAT2 REJECTED TIME

Time Sheet: Data Entry View

10. Save your entries

Data Entry Period: 09/28/2003 - 10/11/2003

Data Entry Area

LT	Pers.No.	CO...	Rec. Cctr	Receiver WBS element	Rec. order	A/A...	Wa...	Position	Total	09/28	From	To	09/
98									40.00	0.00			8
98	ARK					ATTN			16.00				4
98	ARK					ATTN			16.00				4
98	ARK					ANLE			8.00				

9. Verify totals

Data entry view Release view Variable view Entry 1 of 4

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